

# CITY OF FRONTENAC



## MINUTES OF THE CITY OF FRONTENAC WAYS AND MEANS COMMITTEE FRONTENAC CITY HALL MONDAY, FEBRUARY 12, 2019

### A. CALL TO ORDER

The February 12, 2019 meeting of the Ways and Means Committee of the City of Frontenac was called to order at 7:00 p.m.

### B. ROLL CALL

The following Committee members were present:

- |                           |                |
|---------------------------|----------------|
| ✓ Chairman John O'Connell | ✓ Mark Kiehl   |
| ✓ Alderman Bray           | ✓ Jane Rubin   |
| ✓ Michelle Bock           | ✓ Warren Winer |

Ms. Cooper noted there was a quorum.

Also in attendance were Alderman Tom O'Brien, Alderman Dan Kemper, City Administrator Jaysen Christensen, Finance Officer Lea Ann Bennett, and Administrative Assistant Shari Cooper.

### C. APPROVAL OF AGENDA:

Chairman O'Connell requested approval of the February 12, 2019 agenda.

Chairman O'Connell asked for a motion to approve the agenda.

**MOTION:** Alderman Bray motioned and Mrs. Rubin seconded approval of the agenda. All voting members present voted in the affirmative. **MOTION PASSED.**

### D. APPROVAL OF MINUTES:

Chairman O'Connell requested approval of the January 14, 2019 minutes as amended.

Chairman O'Connell asked for a motion to approve the minutes as amended.

**MOTION:** Mr. Winer motioned and Alderman Bray seconded approval of the January 14, 2019 minutes as amended. All voting members present voted in the affirmative. **MOTION PASSED.**

**E. PUBLIC FORUM (PRESENTATION OF REMARKS AND/OR PETITIONS):**

No comments were made at this time.

**F. COMMENTS BY COMMITTEE MEMBERS:**

No comments were made at this time.

**G. CHAIRMAN'S COMMENTS:**

No comments were made at this time.

**H. REVIEW OF FINANCIAL REPORTS:**

January 2019:

Ms. Bennett stated that the line item for legal services for the prosecuting attorney is up as the City is now contracting through the prosecuting attorney's law office for prosecuting attorney assistant services instead of the City directly employing a salaried prosecutor's assistant. The increase in prosecuting attorney legal fees is therefore offset by salary savings elsewhere in the budget. Mr. Kiehl asked about PILOTs and stated we have some nice variances but asked if this was just a timing issue? Ms. Bennett stated yes, just timing. The PILOT revenues were received before the 60 days allocated to go into last year but didn't. Mr. Kiehl also asked regarding ambulance revenues if it was a volume situation or if revenues were down or if it was a mix of both. Ms. Bennett stated that 35% is allocated for self-pay but ambulance revenues were down due to the volume of trips being down. Mrs. Rubin stated that she had read that ambulance revenues were down due to an increase of calls using Uber.

Mr. Kiehl inquired about traffic fines October – January and why they appear different than prior periods and what this might mean going forward. Mr. Kiehl asked if the Police Department is fully staffed. Ms. Bennett confirmed that the Department is fully staffed. She stated the City does have two officers who are at 6 months or less who had been in training. Chairman O'Connell stated that October and January of last year both were relatively low. Mr. Winer asked if we see this variance as staying down for a long period or has something changed for that number to be low compared to prior years. Mr. Christensen stated that he doesn't anticipate for that number to change much, relaying that the state statute is still a big issue and we will

be down one police officer for a couple of years with an officer on an extended military leave. The City is not planning to backfill that position while he is on leave. Mr. Kiehl asked if we should anticipate overtime. Mr. Christensen stated that we have enough staff to temporarily pull from other assignments that overtime should not be an issue. Ms. Bennett stated that the police department also tends to utilize comp-time over overtime. Chairman O'Connell stated that we have never been very aggressive in the projections on this. Mrs. Rubin stated that last month she had suggested that this be an item that we look at due to the ups and down to be sure in the projections of that line item.

## **I. OLD BUSINESS:**

### **Sales Tax Trends**

Ms. Bennett referenced page 23 on totals. Ms. Bennett stated we are still showing up a little over 3%, almost 4.3% to budget. And looking at the rolling 12 on page 25 it is even better. On this report we are up over the anticipated a little over 7% and 6% over budget.

Alderman Bray asked what month Prop P started. Ms. Bennett stated collection started in October, 2018. She stated she didn't want to add it until we have a full year of reporting. She stated that next budget year she intends to add it.

Alderman Bray asked what the time frame for the apples to apples comparison is. Ms. Bennett stated that is the full calendar year, January to December, 2017-2018. Except for one and there are only 11 months in that one, because they didn't send in December either year. She has emailed the state and the company regarding their numbers, and has not received feedback. She stated it is not an anchor store but it is one of our larger ones.

Alderman Bray inquired if the numbers we are looking at are unshared. Ms. Bennett stated that this is stormwater tax alone, so there is no sharing.

Mr. Kiehl asked to run the apples to apples report with the upcoming budget process. Ms. Bennett stated that yes; she will try her best to run it monthly.

### **Utility Tax Lawsuit Updates**

Mr. Christensen stated that there are a couple of pending cases right now and they have a trial date set with Charter in May. This is in regards to landline fees that they feel were underpaid.

The other case is with AT&T and they had mediation a couple of weeks ago and they were too far apart that they have a date set with the judge to set a scheduling order. The biggest issues with AT&T are over the prepaid phones and voice vs. data and all those points will be discussed.

Chairman O'Connell asked if Charter shares some of the same issues. Mr. Christensen stated that he wasn't sure. Mr. Kiehl stated that Charter as a company is really trying to get into the cell phone business.

### **Internal Controls Review**

Chairman O'Connell stated we are anticipating the second proposal, but it has yet to be received by the City. Ms. Bennett stated that she is supposed to see them in Columbia next week and is planning on asking them are they coming or not and if not should we start looking for someone else.

### **Fiscal Outlook**

Chairman O'Connell stated that as of right now he is on hold awaiting a reason to update. It will be updated when we start talking and focusing on budget.

### **Employee Salaries**

Mr. Christensen stated he is still in discussions with the Board. He stated they had a minor discussion at the meeting last month and would like to discuss it further at the next Board meeting. His understanding is that they would like to take some time and digest the numbers. Chairman O'Connell inquired if they had received the Ways & Means Committee's message about it. Mr. Christensen stated yes and that he shot out an e-mail right after the last Board meeting to share the numbers and the spreadsheets on the 60<sup>th</sup> percentile.

Mrs. Rubin stated that it bothers her that there were a couple positions that were really low and hate to see those people get dragged on and on and get caught up in the bickering, she feels that if there was an issue she would like to see an alternative for those employees. Chairman O'Connell stated that he doesn't think the Ways & Means Committee should be addressing those issues. But if Mr. Christensen, a department manager or the Board of Aldermen would see those as issues then we certainly can amend the budget.

## **J. NEW BUSINESS:**

Mr. Kiehl expressed to start looking at dates for a schedule on the budget meetings. Ms. Bennett would like to start with a revenue subcommittee to meet fairly soon and come up with some guidance for her.

**K. SCHEDULE DATES FOR NEXT MEETINGS:**

*Tuesday, March 12, 2019 at 7:00 pm*

**L. ADJOURNMENT**

Chairman O'Connell asked for a motion to adjourn the meeting.

**MOTION**: Alderman Bray motioned and Mrs. Bock seconded the meeting be adjourned. All commission members presented voted "Aye". **MOTION PASSED**.

The meeting adjourned at 7:32 p.m.